

JAN 20 1954

MEMORANDUM FOR: Chief, Budget Division
Chief, Finance Division
Chief, Fiscal Division
Chief, Management Improvement Staff
Area Records Officer

CONFIDENTIAL

FROM : Deputy Comptroller

SUBJECT : Installation and Operation of a Reports Management
Program Throughout the Office of the Comptroller

1. Attached hereto are a draft of a proposed memorandum for issuance by the Comptroller and a detailed statement of operating procedures to be observed by a proposed Reports Review Panel, and by the Staffs and Divisions of this Office, relative to the proposed Reports Management Program.

2. It will be noted that paragraph 5 of the proposed memorandum provides for the insertion of a final target date for completion of the initial inventory, analysis and review of reports and for interim target dates relative to each organizational element within the Office of the Comptroller. In this connection it is contemplated that the overall target date for the Office should be fixed as 30 June 1954 and that the interim target dates for the various elements within the Office should be established to provide for completing the initial review by such date.

3. I shall appreciate receiving your comments with respect to the attached material as well as the overall proposal to institute a Reports Management Program in this Office.

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ATTACHMENTS

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